

## Person Specification – Pantry Coordinator

Qualifications and professional membership	Essential	Desirable
Community development/food/qualifications or equivalent experience	x	
Level 3 Food Hygiene or equivalent	x	
Evidence of continued professional development in related areas		x
Skills, Knowledge and Experience	Essential	Desirable
Knowledge of food safety regulations/ legislation	x	
Knowledge of health and safety regulations and legislation	x	
Experience in the management and development of community-focused projects within the third sector	x	
Experience of working in a food-related environment, and recipe development	x	
Working experience and knowledge of the local community including demographic and socioeconomic factors that influence the area		x
Experience of managing a team of paid staff and volunteers, including their personal development	x	
Developing and delivering successful volunteer recruitment, training and engagement		x
Experience of working with vulnerable groups	x	
Prepare monthly statistics and reports to partners and stakeholders, as required. Competent in Microsoft Packages	x	
Strong presentation and promotional skills to promote The Pantry, including social media avenues	x	
Experience in managing financial budgets and income streams		x
Experience in managing across multi-sites		x
Experience in building relationships with external organisations and associations and partnership working	x	
Knowledge of the Glasgow City Food Plan, The Scottish Pantry Network and Fareshare		x

Personal Qualities	Essential	Desirable
Excellent interpersonal and communication skills required to engage effectively with a wide range of stakeholders	x	
Personal resilience, self-awareness and willingness to learn with an adaptable approach to work requirements	x	
A clear and uncompromising commitment to the aims, ethos, values and objectives of The Pantry, Unity and Parkhead Housing Association evidenced through behaviour.	x	
Other Requirements	Essential	Desirable
Full Drivers Licence	x	